

# BORROWING AND CHECKING OUT OF BOOKS AND NON-BOOK MATERIALS

## Service Description:

Borrowing for "Room Use Only" and checking out for "Overnight Use" of books, non-book and other library materials and resources from the San Nicolas Municipal Library are intended only for library clientele who are Registered Library Card and Borrowers Card holders.

**PRESENT LIBRARY CARD OR ANY VALID ID CARDS AT THE CIRCULATION DESK SECTION**

Estimated Time: 1 minute

### REQUIREMENTS:

- Library Card/Borrowers Card
- 2. Valid ID (School ID, Postal ID, Company ID, etc.)

**VERIFY THE AVAILABILITY OF THE MATERIAL USING THE CARD CATALOG**

Estimated Time: 3 minutes

**COPY ITS CALL NUMBER, TITLE, AUTHOR, AND LOCATION OF THE MATERIAL**

Estimated Time: 2 minutes

Total Response Time: 14 minutes

**LOCATE THE MATERIAL FROM THE SHELF**

Estimated Time: 2 minutes

**PRESENT THE MATERIAL TO BE BORROWED TO THE CIRCULATION DESK SECTION AND FILLS-UP THE BOOK CARD.**

Estimated Time: 2 minutes

**CHECK THE MATERIALS AND RECORDS THE TIME/DUE DATE AND THE USER'S NAME ON THE BORROWERS CARD.**

Estimated Time: 2 minutes

Responsible Person: **Darwin B. Soria – Municipal Librarian**

**REPLACED THE BOOK CARD ON THE BOOK WITH A SLIP OF PAPER INDICATING THE TIME/DUE DATE TO EACH BORROWED ITEM, REMINDING THE BORROWING PERIOD.**

Estimated Time: 2 minutes

Responsible Person: **Darwin B. Soria – Municipal**

**RELEASING**

